

ADMINISTRATIVE OFFICER, JUVENILE JUSTICE COMMISSION
(Unclassified Management)

DEFINITION:

Under administrative direction, to develop and recommend policies and procedures to assist the Juvenile Justice Commission in carrying out its statutory responsibilities with respect to the administration of Juvenile Court law; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Officer, Juvenile Justice Commission is a position in the Unclassified Service allocated to the Chief Administrative Office, under the direction of the Juvenile Justice Commission (Commission). The incumbent is responsible for developing and recommending policies and procedures, which assist the Commission in carrying out its statutory responsibilities for sensitive and confidential issues related to the County's juvenile dependency and delinquency systems, and determines whether investigation by the Juvenile Justice Commission is warranted.

EXAMPLES OF DUTIES:

Develops and recommends policies and procedures to assist the Commission in carrying out its statutory responsibilities; receives complaints and administers the process and procedures of the Commission relating to the juvenile court law; directs citizens to file their complaints with the responsible agency within the San Diego County juvenile justice system ; applies the classification system and criteria adopted by the Commission to complaints to determine whether further investigation by the Commission is warranted; coordinates the mandated Juvenile Justice Commission annual inspections of juvenile institutional facilities, jails, and local police departments; serves as liaison with the Juvenile Court and juvenile justice departments with respect to complaints before the Commission; notifies the complainant of the determination made on their complaint; prepares reports and provides administrative support to the Commission to assist with conducting their statutory and reporting responsibilities to the County Board of Supervisors; informs the Commission on the complaints filed and advises it as to the progress and status of each complaint; subpoenas records and ensures that Commission investigators have all the relevant resources necessary to conduct a thorough investigation; attends Commission meetings and investigative hearings; prepares written reports and makes oral presentations to the Commission; oversees and ensures that investigation materials and documents remain strictly confidential and are returned at the earliest opportunity to the court or appropriate agency; prepares or assists in the preparation of investigation recommendation reports; files supplemental responses on the Commission's behalf; organizes special Juvenile Justice Commission at a variety of meetings with other agencies and commissions county- and/or state-wide; supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Statutory and advisory responsibilities of the Juvenile Justice Commission.
- San Diego County's juvenile dependency system.
- Data collection, analysis, and display.

- Record keeping, reporting and administrative procedures related to commission and/or county operations.
- General Management System in principle and in practice.

General Knowledge of:

- Practices and procedures followed by the various San Diego juvenile justice departments and agencies.
- Juvenile Court procedures.
- Administrative and investigative hearing protocols and procedures.
- Principles and practices of public administration and management.

Skills and Ability to:

- Develop, recommend and implement policies and procedures related to the operation of the Juvenile Justice Commission.
- Provide investigative support to a governmental commission.
- Interpret and apply policies and procedures governing various established administrative and management functions.
- Receive and make determinations on confidential and sensitive public complaints.
- Ensure the security and confidentiality of legal documents and confidential county files.
- Analyze complex problems and identify logical solutions.
- Prepare executive-level correspondence and reports.
- Establish and maintain effective working and diplomatic relations with county departments, courts, the public, and representatives from governmental, media, and other agencies.
- Supervise, train, and evaluate the work of subordinate staff.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge and skills stated above. Examples of such education and experience are: 1) possession of a bachelor's degree from an accredited college in public administration, business administration or a related field, AND, three (3) years of administrative or professional experience developing, recommending or implementing policy and procedures related to the juvenile justice system. Additional qualifying experience may be substituted for the required education. Possession of a master's degree in the areas listed above, or a law degree is highly desired.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.